

## PART 505 NON-NRCS ENGINEERING SERVICES

### SUBPART E – EXHIBITS

PA505.43a

§PA505.43a Non-NRCS Engineer – sample letter.

**Date:**

**(Name)**

**(Address)**

Dear :

You have requested cost sharing from the Natural Resources Conservation Service to implement a comprehensive nutrient management plan (CNMP) including **(Practice Name(s) and Number(s))**.

You have indicated that a private sector Professional Engineer will design and oversee the construction of your system. NRCS welcomes the involvement of your consultant. However, you need to be aware that NRCS will require that the consultant be responsible for meeting Pennsylvania Technical Guide Standards and Specifications and for certifying the work.

There are certain items that must be submitted to NRCS to meet this requirement. These items are outlined in this letter. We hope this will provide a clear understanding for all parties involved and prevent any possible misunderstanding. The following items are needed:

#### Prior to Construction

1. A CNMP must be prepared by a certified conservation planner. NRCS may be able to assist you with this plan. Contact me if you are interested in our planning assistance.
2. You will need to submit the following items prepared by the consultant to NRCS:
  - a. A copy of the site specific design drawings and specifications that meet the Pennsylvania Technical Guide Standards and Specifications, signed and sealed by a Professional Engineer. The drawings must contain the following statement: "To the best of my professional knowledge, judgment, and belief, these plans meet the Pennsylvania Technical Guide Standards and Specifications."
  - b. A copy of the design calculations, documentation and cost estimate.
  - c. A copy of the construction quality assurance (inspection) plan which describes inspection items and qualifications of those doing the inspection.
  - d. A copy of the Operation and Maintenance Plan for your project.
3. Deviations from the types, sizes, or quantities of the practices in your EQIP contract must be brought to my attention before they become a part of the completed design, so that your EQIP contract can be modified if necessary.
4. NRCS will review the above items for conformance with the Pennsylvania Technical Guide Standards and Specifications and provide comments to your Engineer if there are discrepancies.

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5. Your Engineer will be responsible for addressing comments from NRCS.
6. You are responsible for obtaining all permits (PA Department of Environmental Protection, Erosion and Sediment Control, Building Permits, etc.). Some of those permits may require involvement from your Engineer.

### During Construction

1. You and your engineer are responsible for hiring the contractor and ensuring that the quality assurance plan is carried out and that the facility is completed according to the Engineer's design drawings and specifications.
2. Changes during construction will need to be approved by the Engineer and noted on "as built" drawings.
3. Substantial changes to the design must be brought to my attention before they are installed so that your EQIP contract can be modified if necessary.
4. NRCS reserves the right to visit the construction site to monitor the performance of quality assurance responsibilities.

### After Construction

1. Upon completion, you must submit to NRCS a copy of "as built" drawings, including a certification statement signed by your Engineer, and a copy of any construction documentation required in the inspection plan. The certification statement should read: "To the best of my professional knowledge, judgment, and belief, the installed project meets the Pennsylvania Technical Guide Standards and Specifications" and be signed by the Professional Engineer who directed the construction inspection.
2. NRCS will make a field visit to the site and will certify completion based on the Engineer's certification statement. This certification and field visit will be used to authorize payment of EQIP funds.
3. You will need to follow the Operation and Maintenance Plan prepared by your Engineer as part of the design.

I hope this letter fully explains NRCS expectations. If you have any questions, please call me.

Sincerely,

District Conservationist

Cc: (Area Engineer)  
(Non-NRCS Engineer)

## PART 505 NON-NRCS ENGINEERING SERVICES

### SUBPART E – EXHIBITS

PA505.44

§PA505.44 Technical Service Provider – sample letter.

**Date:**

**(Name)**

**(Address)**

Dear :

You have requested cost sharing from the Natural Resources Conservation Service for technical assistance to be provided by a Technical Service Provider (TSP) in implementing **(Practice Name(s) and Number(s))** in your EQIP contract.

NRCS welcomes the involvement of your consultant. However, you need to be aware that NRCS will require that the consultant be responsible for meeting Pennsylvania Technical Guide Standards and Specifications in designing, overseeing the construction, and certifying the completion of your system. The consultant must certify that he or she is qualified to provide technical assistance on these practices by registering in the NRCS TSP program before providing technical assistance.

There are certain items that must be completed before NRCS can reimburse you for technical assistance costs of the project. These items are outlined in this letter. We hope this will provide a clear understanding for all parties involved and prevent any possible misunderstanding. The following items are needed:

#### Prior to Construction

1. The TSP must provide to you:
  - a. A copy of the site specific design drawings and specifications that meet the Pennsylvania Technical Guide Standards and Specifications, signed by the TSP. If the TSP is a registered Professional Engineer (PE) in PA, he or she must affix their PE seal to the design. If the project includes a storage facility for liquid or semi-solid manure, or if the project is of a size or scope that could include a risk to public health or safety, then the design must be signed and sealed by a TSP who is a registered Professional Engineer. The drawings must contain the following statement: "To the best of my professional knowledge, judgment, and belief, these plans meet the Pennsylvania Technical Guide Standards and Specifications."
  - b. A copy of the designer's cost estimate.
  - c. A copy of the construction quality assurance (inspection) plan which describes inspection items and qualifications of those doing the inspection.
  - d. A copy of the Operation and Maintenance Plan for your project.
2. You are responsible for obtaining all permits (PA Department of Environmental Protection, Erosion and Sediment Control, Building Permits, etc.). You may want to have the TSP involved in this process.

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3. You are responsible for hiring a contractor to complete the project. You should use the design and specifications provided by the TSP to do this. You may want the TSP involved in this process.
4. Deviations from the types, sizes or quantities of the practices listed in your EQIP contract must be brought to my attention before they become a part of the completed design, so that your EQIP contract can be modified if necessary.

### During Construction

1. You and your TSP are responsible for ensuring that the quality assurance plan is carried out and that the facility is completed according to the TSP's design drawings and specifications.
2. Changes during construction will need to be approved by the TSP and noted on "as built" drawings.
3. Substantial changes to the design must be brought to my attention before they are installed so that your EQIP contract can be modified if necessary.
4. NRCS reserves the right to visit the construction site to monitor the performance of quality assurance responsibilities.

### After Construction

1. Upon completion, you must submit to NRCS the form CCC-1245 Practice Approval and Payment Application completed by you and your TSP, a copy of the "as built" drawings, including a certification statement signed by your TSP, a copy of any construction documentation required in the inspection plan, and invoices for the completed practices. The certification statement should read: "To the best of my professional knowledge, judgment, and belief, the installed project meets the Pennsylvania Technical Guide Standards and Specifications" and be signed by the TSP who directed the construction inspection.
2. NRCS will make a field visit to the site and will verify completion based on the "as-built" drawings, the TSP's certification statement, and other construction documentation. This verification and field visit will be used to authorize payment of EQIP funds for construction and the TSP's services.
3. You will need to follow the Operation and Maintenance Plan prepared by your TSP as part of the design.

I hope this letter fully explains NRCS expectations. If you have any questions, please call me.

Sincerely,

District Conservationist

Cc: (Area Engineer)  
(TSP)

PA505-27(4)

(PA210-V-NEM, Amendment PA-16, May 2006)